

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE AO-109

For: All FSA County Offices

Determining Need for Bilingual Staffing

Approved by: State Executive Director



1 Overview

A Purpose

The purpose of this notice is to remind CO of the requirement that COC determine the need for bilingual staffing and document the determination in COC minutes.

B Contact

If you need additional information or need help, please contact Miriam Morehead at (501) 301-3015 or email miriam.morehead@ar.usda.gov.

2 Action

A County Office Action

As required by 18-AO, Par 37, the COC shall determine the need for bilingual staffing in the January COC meeting.

Note: Minimum consideration for bilingual staffing is 20 percent or 25 producers with no or limited English speaking ability. If less than 25 producers, a bilingual resource only needs to be identified and available to provide interpretation services.

- Record determination on bilingual staffing or assistance in the COC minutes.

Note: CED shall provide documentation of the determination to the State Civil Rights Coordinator no later than February 15. Send to STO, ATTN: Miriam Morehead, EOS.

Disposal Date

June 18, 2004

09-18-03

Distribution

All Offices